

**OXFORD VILLAGE COUNCIL  
MEETING MINUTES**

*Village Council Members: David Bailey, Sue Bossardet, D. Erik Dolan, Maureen Helmuth, Joe Frost*

<b>22 West Burdick Street Oxford, MI 48371</b>	<b>February 27, 2018</b>	<b>6:30 pm</b>
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**CALL TO ORDER**

President Bossardet called the meeting to order at 6:31 p.m.

**ROLL CALL**

Members Present:               Bossardet, Helmuth, Bailey, Frost

Members Absent:               Dolan.

Staff Present:                   Village Manager Joseph Madore, Assistant Manager Drew Benson,  
Public Works Superintendent Don Brantley, Fire Chief Pete Scholz

**MOTION**

Motion by Helmuth, seconded by Frost, to excuse the absence of Council Member Dolan from this meeting.

Voice Vote.

In Favor: All. Opposed: None.

Absent: Dolan

Motion Carried.

**APPROVAL OF AGENDA**

**MOTION**

Motion by Helmuth, seconded by Frost, to approve the agenda amended and published prior to the meeting for Tuesday, February 27, 2018 as presented.

Voice Vote.

In Favor: All. Opposed: None.

Absent: Dolan

Motion Carried.

**PRESENTATIONS**

None.

**PUBLIC HEARINGS:**

None.

## **CALL TO PUBLIC – NON AGENDA ITEMS**

None.

### **CONSENT AGENDA:**

#### **A. Receive and File Items**

- i. Correspondence  
None.
- ii. Letters, Reports, and Minutes
  1. Russell Gill Letter of Resignation from Planning Commission
  2. Clinton River Watershed Council Letter of Thanks

#### **MOTION**

Motion by Helmuth, seconded by Bailey, to receive and file the items under consent agenda section 8(A) as presented.

Voice Vote.

In Favor: All. Opposed: None.

Absent: Dolan

Motion Carried.

#### **B. Approval Items**

- I. Approval of Minutes: Regular Meeting of January 9, 2018 (Moved to 11C);  
January 23, 2018; & January 25, 2018
- II. Bills – Approval \$103,087.71

#### **MOTION**

Motion by Helmuth, seconded by Frost to approve the items under consent agenda section 8(B)(i) & 8(B)(ii) as presented, including the bills in the amount of \$358,223.87.

Roll Call

In Favor: Bossardet, Helmuth, Frost, Bailey. Opposed: None.

Absent: Dolan

Motion Carried.

## **UNFINISHED/OLD BUSINESS**

None.

## **NEW BUSINESS**

### **A. Council Consideration of Printer & Copier Machine Contract**

Assistant Manager Benson introduced the topic by outlining the current printer/copier machine situation for the Village administration, and discussed the various bids provided by printer/copier providers.

Council Member Bailey asked about the lease vs. buying options for the printer/copier, and asked about service of the machine. Assistant Manager Benson addressed those questions.

#### **MOTION**

Motion by Helmuth, seconded by Bailey to authorize the Village Manager to sign a lease with Premier Business Solutions for a Toshiba E-Studio 4505 ac machine for the Village administration for a cost of \$122.60 per month plus monthly costs per print, with review by the Village Attorney.

Roll Call

In Favor: Bossardet, Helmuth, Frost, Bailey. Opposed: None.

Absent: Dolan

Motion Carried.

### **B. Council Consideration of HVAC Replacement for Village Hall**

Village Manager Madore introduced the topic, noting that the heating and cooling system that services the Council Chambers in Village Hall has not been working well, and after inspection, was found to be in need of replacement. Madore discussed the bids received for the service. Public Works Superintendent Brantley indicated that that this was the fifth and final unit that needed to be replaced within the Village Hall complex.

Council President Bossardet asked if any Oxford businesses had provided bids for this service. Public Works Superintendent Brantley indicated that administration had reached out to various service providers, including some within the Village.

#### **MOTION**

Motion by Helmuth, seconded by Frost to purchase a new HVAC unit from Aladdin Heating and Cooling for a price not to exceed \$5,400.00, with a \$250 credit from a previous service call.

Roll Call

In Favor: Bossardet, Helmuth, Frost, Bailey. Opposed: None.

Absent: Dolan

Motion Carried.

### **C. Council Consideration of a Resolution to opt-out of the State Health Insurance Mandate**

Village Manager Madore introduced the topic, noting that this is a similar resolution to the ones previously passed by the Oxford Village Council in regard to the State Health Insurance mandate for municipalities. This resolution allows the Village to opt-out of the State required caps for health insurance costs for employees. Based on the existing union contracts, the Village must opt out of this mandate in order to meet its obligations.

Council Member Frost asked what the current Village contributions for employee healthcare are. Madore discussed the estimated annual costs per employee for health insurance.

#### **MOTION**

Motion by Helmuth, seconded by Bailey to adopt the resolution to opt-out of the State Health Insurance Mandate.

#### Roll Call

In Favor: Bossardet, Helmuth, Frost, Bailey. Opposed: None.

Absent: Dolan

Motion Carried.

### **D. Council Consideration of a Resolution to Approve the Submittal of a TAP Grant Application**

Assistant Manager Benson introduced the topic, noting that this resolution is a procedural formality for submission of an application for the Transportation Alternatives Program (TAP) grant that the Village and the Oxford DDA are pursuing for the proposed streetscaping project in conjunction with the M-24 road construction project in the next few years. Benson indicated that Council had previously approved the submission of this TAP grant application, but because the project timeline has changed in accordance with the Michigan Department of Transportation (MDOT), it is necessary to approve a new, more timely resolution.

Council Member Frost indicated that he understands the necessity for this resolution, and would like to see MDOT make a final decision as to when this project will take place so that the Village and its businesses can properly prepare for the construction.

#### **MOTION**

Motion by Helmuth, seconded by Frost to adopt the resolution Approve the Submittal of a TAP Grant Application to the State of Michigan for the streetscape reconstruction in Downtown Oxford.

#### Roll Call

In Favor: Bossardet, Helmuth, Frost, Bailey. Opposed: None.

Absent: Dolan

Motion Carried.

## **E. Council Consideration of a Contract Extension with Lori Fisher for Financial Services**

Village Manager Madore introduced the topic, noting that the contract with Lori Fisher for interim financial administration services was set to expire on February 26<sup>th</sup>, and in the absence of a long-term solution for that position at this moment in time, the contract with Ms. Fisher is recommended to be extended for an additional 60 days while the Village administration develops an alternative strategy for staffing the Village offices.

### **MOTION**

Motion by Frost, seconded by Bailey to extend the contract with Lori Fisher for financial services for 60 days, pending further recommendation from the Village Manager.

Roll Call

In Favor: Bossardet, Frost, Bailey. Opposed: Helmuth.

Absent: Dolan

Motion Carried.

## **ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)**

None.

## **PUBLIC COMMENT**

None.

## **MANAGER, STAFF, & ATTORNEY REPORTS**

Village Manager Madore provided an update about the trainings and networking he has been doing in an effort to fully acclimate the working for the Village.

Assistant Manager Benson indicated that the Village has begun collecting bids for the program year 2017 CDBG Emergency Services funding that the Village was approved for, and expects to bring that information before Council at their next regular meeting.

## **COUNCIL COMMENTS**

Council Member Bailey commented that he is impressed with the professional decorum of this Council meeting.

Council Member Helmuth noted that there is a need for two new Planning Commission members, and that interested individuals should contact the Village offices.

Council Member Frost noted that he has been impressed with the work of the Public Works department over the course of this winter and for their efforts to keep the roads in good condition. Frost also thanks Madore, Benson, and Ms. Fisher for the increased professionalism

that they have brought to the Village over the past few months.

Council President Bossardet echoed Council Member Frost's sentiments, and noted that the environment in the Village offices has noticeable improved. Bossardet also thanked the Public Works staff, and wished Police Chief Solwold a happy upcoming birthday.

## **CLOSED SESSION**

None.

## **ADJOURN**

### **MOTION**

Motion by Helmuth, seconded by Frost, to adjourn the meeting at 7:02 p.m.

Voice Vote

In Favor: All. Opposed: None.

Absent: Dolan

Motion Carries.

Respectfully submitted,

Drew Benson  
Recording Secretary

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Recording Secretary

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Village President